

Message Text

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12

ACTION DRC-01

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R 070513Z AUG 75

FM AMEMBASSY ANKARA
TO SECSTATE WASHDC 282
INFO AMCONSUL ADANA
AMCONSUL ISTANBUL
AMCONSUL IZMIR

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REGULATIONS. THE FILE FOLDER IS MAINTAINED IN A MOSLER SAFE BY THE NCOIC AND INFORMATION CONTAINED THEREIN IS NOT DIVULGED TO ANY OTHER INDIVIDUAL OR AGENCY. THE SERVICE RECORD IS FORWARDED TO THE INDIVIDUAL'S NEXT POST OF ASSIGNMENT UPON PERMANENT TRANSFER FROM TURKEY.

I. A FILE OF ALLOWANCE APPLICATIONS AND GRANTS FOR ALL STATE AND USIA EMPLOYEES, INDEXED BY GRANT NUMBER AND NAME, AND SHOWING THE AMOUNT OF EACH EMPLOYEE'S ALLOWANCES IS MAINTAINED IN THE BUDGET AND MANAGEMENT OFFICE UNDER AUTHORITY OF FSA 1946 AND CURRENT DEPARTMENT REGULATIONS. THIS INFORMATION, AVAILABLE ONLY TO THE AGENCY EMPLOYING THE INDIVIDUAL, IS MAINTAINED IN FILE FOLDERS CROSS REFERENCED BETWEEN NAME AND GRANT NUMBER IN FILE CABINETS UNDER THE CONTROL OF THE B&M STAFF SUPERVISED BY THE B&M OFFICER.

J. A FILE OF ALL TRAVEL VOUCHERS, PAYMENT VOUCHERS AND PAY-ROLL DOCUMENTATION, INCLUDING ALL CURRENT SALARY AND ALLOWANCES PAYMENTS TO STATE AND USIA PERSONNEL IS MAINTAINED IN THE B&M OFFICE UNDER AUTHORITY OF FSA 1946. ONLY THE EMPLOYEE AND HIS AGENCY MAY RECEIVE INFORMATION FROM THIS FILE, STORED IN FILE FOLDERS IN A FILE CABINET UNDER THE CONTROL OF THE B&M STAFF SUPERVISED BY THE B&M OFFICER. FILES ARE RETAINED FOR THREE YEARS AFTER DEPARTURE OF EMPLOYEE. A PAYROLL SUMMARY IS UNCLASSIFIED

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MAINTAINED GIVING PAYROLL AND ALLOWANCE DATA IS MAINTAINED

SEPARATELY IN A BAR LOCK CABINET.

2. MUTUAL SECURITY AFFARIS:

THE MUTUAL SECURITY AFFAIRS SECTION MAINTAINS UNDER SUTHORITY OF FSA 1946 A SMALL FILE BY NAME OF SERVICEMEN, DEPARTMENT OF DEFENSE CIVILIAN EMPLOYEES AND THEIR DEPENDENTS WHO ARE INVOLVED WITH TURKISH GOVERNMENT AGENCIES ON CUSTOMS, POLICE, OR OTHER MATTERS, WHICH MIGHT REQUIRE U.S. GOVERNMENT ACTION UNDER NATO STATUS OF FORCES OR OTHER AGREEMENTS. INFORMATION FROM THESE FILES WOULD BE MADE AVAILABLE TO THE PERSONNEL INVOLVED UPON REQUEST AND WITH PRIOR APPROVAL OF APPROPRIATE DEPARTMENT OF DEFENSE AUTHORITIES IF THE INFORMATION ORIGINATES FROM ELEMENTS OF THAT DEPARTMENT. PRIMARY JURISDICTION AND RESPONSIBILITY FOR INFORMING RELATIVES AND INTERESTED LEGISLATORS RESTS WITH THE DEPARTMENT OF DEFENSE. THE FILE IS MAINTAINED IN FILE FOLDERS BY A NAME, STORED IN A MOSLER SAFE UNDER THE CONTROL OF CLEARED AMERICAN PERSONNEL OF MSA. THEY ARE DESTROYED UPON ADJUDICATION OF THE CASE AND WHEN THERE IS NO LONGER ANY CONGRESSIONAL OR FAMILY INTEREST. PRINCIPAL SOURCES OF INFORMATION FOR THESE FILE ARE DEPARTMENT OF DEFENSE DOCUMENTS (SUCH AS TRAIL OBSERVER REPORTS), TURKISH COURT DOCUMENTS AND NEWSPAPERS.

3. CONSULAR OFFICE:

THE CONSULAR OFFICE MAINTAINS A CONSULAR REGISTRATION RECORD CONTAINING NAMES OF ALL PRIVATE AMERICAN CITIZENS LIVING IN TURKEY WHO APPLY FOR PASSPORTS OR ASK TO BE INCLUDED IN THE FILE. THE INDIVIDUAL'S FULL NAME, PLACE AND DATE OF BIRTH, LOCAL RESIDENCE, U.S. RESIDENCE, EMERGENCY, AND BUSINESS ADDRESSES ARE RECORDED UNDER AUTHORITY OF FSA 1946 AND 8 FAM 261 AND ARE CONTAINED IN AN ALPHABETICAL CARD FILE STORED IN A BAR LOCK CABINET. THESE RECORDS, COMPLETED FROM PASSPORT AND REGISTRATION APPLICATIONS AND INDIVIDUAL REQUESTS ARE MAINTAINED BY THE CONSULAR OFFICER TO PROVIDE A READY SOURCE OF PROOF OF CITIZENSHIP, EMERGENCY LOCATOR FILE, AND FOR THE USES DESCRIBED IN 8 FAM 247.43, AND ARE DESTROYED WHEN THE INDIVIDUALS DEPART TURKEY.

MACOMBER

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